

1500 - GENERAL SERVICES DIVISION DIRECTOR

NATURE OF WORK

An advanced professional management, work planning and directing the activities of the General Services Administration. Responsible for directing and supervising diversified divisional operations including administration, construction management, telecommunication, property management, central services, computers operations, purchasing and fleet management. Emphasis is on assuring the provision of a variety of services to City departments, division, and committees in an economical and efficient manner, monitoring divisional operations to produce maximum productivity at minimum cost, and establishing objectives for departmental operations and measuring results. Exercises an extensive degree of originality, resourcefulness, initiative, ingenuity, judgement and professional managerial knowledge in formulating departmental policies and in directing diversified departmental activities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directs and supervises the operation of diversified divisional operations through subordinate executives, providing a variety of services to City departments and divisions and in some cases municipalities.

Coordinates various phases of departmental operation to eliminate duplication of services and produces maximum cost effectiveness.

Assigns projects to various divisions for evaluation and development of recommendations for new programs or improvements in existing programs.

Coordinates departmental operations with other City departments, Assistant City Managers and the City Manager's Office.

Reviews existing financial, administrative and budgetary policies and modifies, updates and revises as necessary to enhance the efficiency and effectiveness of departmental operations.

Evaluates departmental programs and assesses their effectiveness in meeting the needs of City's departments divisions, and committees, evaluates future needs and directs the development of plans to provide for required future services.

Reviews and approves construction contracts, disbursements, divisional and department budgets, capital expenditures and new department programs; analyzes expenditures to assure maximum productivity at minimum cost.

Reviews existing organizational patterns, work relationships, space utilization, data reporting systems, staff responsibilities and structures the organization of the department to effectively achieve organizational goals.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, City personnel rules, and all other applicable rules and regulations.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Extensive knowledge of material and property management and acquisition principles and practices.

Thorough knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable State, Federal and City laws, rules, regulations, and ordinances pertaining to departmental operations, and to financial records of City departments.

Considerable knowledge of the principles of public personnel administration and of City personnel policies and procedures, or the ability to acquire such knowledge.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Considerable knowledge of inventory control and City procurement and requisitioning procedures, and the ability to analyze and recommend improvements in such procedures.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgement and discretion in devising, installing, and interpreting rules, regulations, policies or procedures.

Ability to initiate and install administrative policies, programs, and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the related areas of specialization.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies, and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university in business, public or government administration with

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considerable management experience in Procurement, Computers, Communications, Fleet Management, print and mail shops, and Property Maintenance. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant walking, climbing, bending, kneeling, and stooping common at construction sites, factory and plant tours during visits, inspections and reviews.

SUPERVISION RECEIVED

Work assignments are received from and work product is reviewed by the Executive Assistant to the City Manager. Significant independent judgement is used in problem solving and report preparation.

SUPERVISION EXERCISED

Directs the activities of the Procurement, Fleet Management, Property Management, Construction Management, Computers and Communications and Central Services Divisions.

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